



Annual Registration Process

I. Introduction

Since the baseline registration of 1999, the Michigan Commission on Law Enforcement Standards has conducted an annual registration of Michigan law enforcement agencies that serves multiple purposes. Through this registration, agencies can satisfy requirements to: a) update law enforcement agency profile information, b) verify the agency roster of MCOLES licensed law enforcement officers, c) report annual hours worked by licensed officers, d) report Justice Training LED expenditures, and e) register for future LED funding. All of these functions can be accomplished from the Annual Registration Home Page.

Please note that the Hours Worked and LED Expenditure web pages are only available for data entry during a specified period as designated by the MCOLES. This cycle will be announced each year well in advance of the start date.

II. Criminal Justice Entity Profile

Select the **Agency Profile** link to update contact information for your agency and designated individuals. All mandatory fields are identified with an '*'. Existing data will appear in the 'Current' column. Changes and new entries can be entered in the 'New' column. Be sure to click on the [Save] button when you have completed your entries.

Tip: If an individual serves as agency head and one or more of the other positions, it is not necessary to re-enter the same contact information in each section. Simply click on the radio button entitled **Same as Entity Head** located immediately below the section header. The information will be captured from the entity head section.

Entity Head – The field of Entity Head cannot be updated on the Entity Profile web page. To make corrections, or change the name of your Entity Head, please complete the appropriate sections of the *Law Enforcement Agency User Agreement Addendum* form and fax it to the MCOLES Licensing Services Section at 517-316-0824. The User Agreement Addendum can be found on the MCOLES public web page at www.michigan.gov/mcoles. MCOLES staff will then make the necessary changes upon receipt of the completed form.

To report the change in agency head:

- Complete Sections I and II of the *User Agreement Addendum*.
- Complete Section III if the new agency head chooses to change the Single Point of Contact.
- Complete Section IV to designate the agency's MITN operators as authorized by the new agency head. List the names of each operator you wish to authorize, and the names of those you wish to rescind their access rights.
 - If new operators are designated, each individual must complete an *Operator Agreement*, fax a signed copy of the agreement to MCOLES, and register for a mandatory training session.
 - The signature of the new agency head is required on the *Addendum*.
 - If the former agency head is a sworn law enforcement officer and leaves the agency, complete the Separation transaction in the MCOLES Network and fax the signed Separation Notice to MCOLES.

Click on the **Maintain Your MITN Web Password** link if you wish to change your MITN Web password.

III. Criminal Justice Agency Roster

To verify your current roster of MCOLES licensed, fully empowered law enforcement officers, select the [Agency Roster](#) link. In addition to basic information (such as name, MCOLES license number, partial social security number, driver's license number, and date of birth), the roster also shows each individual's current employment status and empowerment date. If the individual was separated from employment, or was relieved of law enforcement authority during the annual reporting period, the corresponding date(s) will be displayed.

The Agency Roster **cannot** be used to report employment transactions to the MCOLES. If a newly hired officer does not appear on your roster, this indicates that the employment transaction has not been reported to the MCOLES as required and you must complete either the *License Activation* or *New Employee Hire* process. Likewise, if an officer is separated for any reason and the separation does not appear on the roster, you must complete the *Separation from Employment* process. Links are available on each row of the Roster to take you to the *Employee Profile*, *Separation from Employment* and, *Change Law Enforcement Authority Status* web pages.

It is possible for an individual officer to appear on your roster twice. This situation will occur if the officer was employed by your agency during the reporting period and has since separated from your agency during the current calendar year. One record will show a 'current' employment status for the reporting period and the other will reflect the separation.

If an officer is called to active military duty, written notification (on departmental letterhead, signed by the agency head) must be submitted to MCOLES both when the officer leaves for military duty and again when the officer returns from military duty. A copy of his/her official orders must be included with the correspondence in both cases. Active military duty is not considered a separation in the MCOLES system and should not be reported as such.

Special Note: Commission policy dictates that only those individuals that appear correctly on the Agency Roster and are reported on the Hours Worked web page will be credited for the Law Enforcement Distribution.

IV. Enter Hours Worked

To report hours worked during the annual reporting period, select the [Enter Hours Worked](#) link. Keep in mind that the reporting period is always one year prior to the current calendar year and the information for the reporting period can only be entered during the registration cycle. Current year information can be entered at any time prior to midnight on December 31 when the current year automatically becomes the reporting year.

Hours worked and full/part time status must be entered for each officer employed in a fully empowered capacity for any length of time during the reporting year. In addition to complying with the reporting requirements of P.A. 203 of 1965, as amended, this roster will also serve as the basis for calculating the Justice Training Law Enforcement Distribution (LED) payments for eligible agencies.

Full/Part Time. Specify whether the officer is employed as a full time or part time employee. Full time means employed or assigned to work 40 hours per week for a maximum of 2,080 paid hours per year. Part time means employed or assigned to work less than 2,080 paid hours per year, and includes seasonal officers, if applicable.

Hours Worked. Enter the number of paid hours worked by the officer during the calendar year. This entry cannot exceed 2,080 hours. Overtime hours, that would bring the total hours worked in excess of 2,080 hours, are not allowed. Paid hours worked may include routine vacation and sick days, but may not include any extended leave when the officer is not available to be scheduled for duty, such as long term disability, maternity leave, etc.

Be sure to click on the [\[Save\]](#) button at the bottom of the screen and print your report before you leave the web page.

You may make entries and/or corrections on this web page as often as necessary before the registration window closes. Remember to [Save] each time you make a change.

V. Justice Training Law Enforcement Distribution Reporting

P.A. 302 of 1982, as amended, requires that recipient agencies report annually on the expenditure of moneys received from the Michigan Justice Training Fund. *(Please note that the LED Expenditure Report is required annually, even if you did not **expend** LED funds during the report period. If you have no expenditures to report, simply enter zeros under Expended This Period on the Annual LED Expenditure Summary and submit the report to MCOLES.)*

Select the [Annual LED Expenditure Details](#) link to enter the details of your expenditures for eligible in-service training, supplies and equipment purchases made during the reporting period.

P.A. 302 also requires that the entire annual distribution be expended within two calendar years after receiving the distribution. For example, the distribution received in 2006 must be expended by the end of 2008. If funds remain after the end of the second calendar year, your agency will not be eligible to receive future funding until the balance has been expended and reported. Training costs, supplies, and equipment expenditures must be allocated to the appropriate distribution year to ensure that funds are expended within the two-year limitation. Select the [Annual LED Expenditure Summary](#) link to complete your annual report by allocating your expenditures to the appropriate year. Please note that only Michigan Justice Training Law Enforcement Distribution expenditures are to be reported. No other funding sources are to be included.

A. Annual LED Expenditure Details

There are three separate tables on this web page for reporting LED expenditure details: In-Service Training, Supplies & Operating Expenses, and Equipment Purchases. The process for data entry is the same for all three tables.

1. An “*” in the column header indicates that the information is required and must be entered before you can save your report.
2. There is one ‘input’ row at the top of each table. To begin a new record, click on the [Add] button first. Enter the appropriate information in each column, using [Tab] and [Shift] [Tab], or your mouse, to move forward and back between the columns.
3. You may make changes to any information in the ‘input’ row. However, once you have completed a row and click the [Add] button to start a new record, all previous records become ‘view only’.
4. You must delete [Remove] and then re-enter [Add] a new record to correct data after it has been stored as ‘view only.’
5. The Current Total is re-calculated with each entry in the Total column. When you [Save] the Details page, the Current Total for each table is carried forward to the Summary page.
6. Be sure to [\[Save\] often](#).
7. The Annual LED Expenditure Details are stored in a working file for you to access as often as necessary until you submit the entire report to MCOLES. Both the Expenditure Details and the Summary are submitted to MCOLES from the Summary web page.
8. Click on the [LED Annual Expenditure Detail Report](#) link to print a copy of the report for your files.

You may make entries and/or corrections on this web page as often as necessary before the registration window closes. Remember to [Save] each time you make a change.

Be sure to click on the [\[Save\]](#) button at the bottom of the screen before you leave the web page.

In-Service Training

Add one row for each in-service training course attended or conducted using LED funds during the reporting period. Include all costs associated with the course. Add in any supplies, operating expenses, or equipment purchases that are directly related to the in-service course.

Course Category. Select the appropriate course category from the list provided in Appendix A of these instructions. Enter the 2-digit code in the Course Category column.

Course Title. Enter the title of the course or a description of the course content. Please note that consortium fees cannot be reported as an in-service course, but must be itemized by the actual training received.

Date. Enter the month and year the training was conducted.

Training Site. Click the radio button that describes where the training was held, either in state or out of state. Attendance at training out of state must have prior Commission approval.

Provider Location. Click the radio button that describes whether the provider was an in-state provider or an out-of-state provider. Attendance at training provided by an out-of-state vendor must have prior Commission approval.

Special Use Approval Number. If Out-of-State Training Site or Out-of-State Provider Location is selected, enter the MCOLES approval number found on the approved Special Use Request form.

Hours of Training. Enter the number of hours of training provided for the course.

Number of Trainees. Enter the number of trainees that attended the course.

Total Training Cost. Enter the total cost associated with the specific training course. Enter only expenditures charged to Justice Training LED funds. Include all costs related to the training; i.e., registration fees, meals, lodging, mileage, etc.

Supplies & Operating Expenses

Use this table to report the allowable expenditure of LED funds for the purchase of supplies or operating costs **not related to a specific training course**.

Description. Enter a brief description of the items or services purchased with Justice Training LED funds.

Quantity. Enter the number of units purchased, if applicable

Unit Price. Enter the cost per unit, if applicable

Cost. Enter the cost in the far right column.

Equipment Purchases

Use this table to report the expenditure of LED funds for the purchase of eligible equipment items as defined by the Commission. For the purposes of P.A. 302, equipment is defined as an item that:

- a) is used only for the delivery of in-service training, and
- b) is personal property, such as audio/video machines and computer hardware, and
- c) has a normal useful life of more than one year, and
- d) has a purchase price of \$300 or more.

Description. Enter a brief description of the equipment purchased with Justice Training funds.

Special Use Approval Number. Enter the MCOLES Approval number, if applicable. Approval must be obtained if the total year-to-date equipment purchases exceed 10% of the annual distribution, or the equipment purchase exceeds \$5,000 per item.

Quantity. Enter the number of units purchased.

Unit Price. Enter the cost per unit.

Cost. Enter the cost, which equals Quantity times Unit Price, in the far right column.

B. Annual LED Expenditure Summary

The *Summary* of expenditures reflects the funds received by your agency from the Law Enforcement Distribution, expenditures reported to date and, the unexpended balance by calendar (distribution) year. Only those years with an unexpended balance will appear in this table, representing the total amount available to expend. If your records do not agree with the figures shown, please contact the Commission staff.

After you have documented your LED funded training and purchases, these costs must be allocated by distribution year to demonstrate compliance with the two-year expenditure requirement. This allocation will be done in the Summary table. **NOTE: Total expenditures cannot exceed total available to expend. Any expenditure in excess of the total justice training funds available must be paid with local funds.**

1. Allocate the total from each column to one or more distribution years, keeping in mind the date on which the expenditure period ends for each individual year. In general, you will want to spend your oldest distribution(s) first.
2. The calculated totals for the three columns under Expended This Period must agree with the totals brought forward from the Expenditure Details web page.
3. Enter the name and title of your agency's Financial Officer, or the individual who is responsible for your Justice Training account.
4. Click the appropriate radio button to indicate if your department will participate in the current year's LED.
5. When you are satisfied that your report is complete and accurate, click on [Save & Submit to MCOLES].
6. Click on the [LED Annual Expenditure Summary Report](#) link to print a copy for your files.

You may make entries and/or corrections on this web page as often as necessary before the registration window closes. Remember to click on [Save and Finish Later] to save your interim work. Click on [Save and Submit to MCOLES] only when you are completely finished.

VI. Law Enforcement Distribution Registration

There are two locations available on the website to indicate your preference to participate in the current year's law enforcement distribution. Please answer the question on the appropriate page based on the criteria outlined below. By selecting the 'Yes' option, you have indicated to the Michigan Commission on Law Enforcement Standards that your agency complies with the eligibility criteria set for in P.A. 302 of 1982, as amended.

1. If your agency has received LED funds and is required to submit the Annual Expenditure Report, you will indicate your preference for current year funding on the Annual LED Expenditure Summary page. If you need to change your preference after you have submitted your LED Expenditure Report, you may do so on the Annual Registration Home page.
2. If your agency is eligible to participate in the justice training law enforcement distribution and you are not required to submit the LED Expenditure Report, you may register your preference for the current year LED on the Annual Registration Home page. This situation will apply to eligible agencies that have never participated, or eligible agencies that have not participated in a number of years and, therefore, do not have a balance of LED funds to report against.

Justice Training Law Enforcement Distribution Eligibility Criteria

Any Michigan city, village, township, county, junior college, community college, state supported college or university, or the department of state police is eligible to receive law enforcement distribution funding. Only MCOLES licensed law enforcement officers, employed by an eligible entity, are eligible trainees under this program.

Act 302 also requires that an eligible agency shall submit an annual registration to establish or maintain eligibility to receive a distribution of justice training funds. Annual eligibility is determined by several factors.

1) Registration. Complete and accurate information shall be submitted, in the manner prescribed by the Commission, on or before the established deadline.

2) Report of Expenditures. A complete accounting of expenditures, charged to justice training LED funds during the prior calendar year, shall accompany the annual registration in the manner prescribed by the Commission.

3) Maintenance of Effort. It is the intent of P.A. 302 to provide supplemental funding, not replace local funding, for in-service criminal justice training. To ensure compliance with this intent, the amount of local funds budgeted annually by the local unit of government for in-service training shall be equal to, or greater than, the amount budgeted for in-service training on October 12, 1982, or the first year of program participation.

In accord with the current Administrative Rules, the Commission shall review and act upon an eligible entity's request to reduce the maintenance of effort base year amount when such a reduction would otherwise cause that agency to be ineligible to receive the annual law enforcement distribution. The Commission shall take into consideration 1) the rationale provided for the reduction of local funds budgeted for in-service training of law enforcement officers, and 2) the eligible entity's overall economic condition. If sufficient documentation is provided to support the request, the Commission may authorize a reduction in the MOE base year amount contingent upon annual review of the entity's economic condition. At such time as conditions permit, the eligible entity shall reinstate the MOE base year amount to the level established prior to the authorized reduction.

4) Roster of Officers. The law enforcement agency shall employ a minimum of one full-time equated (FTE) officer for the calendar year prior to which the registration is submitted. Effective with the 1995 registration, a roster of certified officers shall be provided in a manner prescribed by the Commission.

Under Act 203 of P.A. 1965, as amended, the Commission licenses qualified individuals as law enforcement officers. Any officer found not to be in compliance with the licensing requirements shall be ineligible for the law enforcement distribution. Therefore, it is the law enforcement agency's responsibility to verify that each law enforcement officer meets the requirements of Act 203 in one of the following manners:

- election to the office of sheriff;
- employment by a law enforcement agency as a fully empowered law enforcement officer for 5 or more years prior to January 1, 1977, with no break in employment in excess of two years, since January 1, 1977; or
- employment by a law enforcement agency as a fully empowered law enforcement officer after January 1, 1977, having complied with all the selection, employment, training, or waiver of training standards of Public Act 203 of 1965, as amended, which were in place at the time of initial employment, and with no break in employment in excess of the time periods permitted under section 9 of Act 203.

5) Two-year Expenditure Period. Effective with the 1990 distribution, recipient agencies are required to expend their entire annual distribution within two calendar years of the year of distribution. If the distribution is not expended within this time frame, the agency will be ineligible to receive any additional LED funding until the balance is expended, and reported to the Commission.

Appendix A

In-Service Training

Course Categories and Sub-Categories

Category Code	Course Category	Course Sub-Category
29	Accident Investigation	Accident Evidence Collection
		Accident Investigation
		Railroad Crossing
15	Communication Skills	Communications
		Conflict Resolution
		Court Functions
		Courtroom Credibility
		Courtroom Testimony
		Expert Witness
		Instructional Development
		Interview and Interrogation
		Language
		Presentation Skills
		Public Relations
		Report Writing
		Telephone
24	Community Policing and Problem Solving	Community Policing
		Community Relations
		Conflict Resolution
		Crime Analysis
		Crime Prevention
		Crime Prevention Against Elderly Persons
		Death Notification
		Prevention
		Public Perception of Police
		School Liaison
		Victim Services
21	Computer and Technology Use	Computer Skills
		Computers
		LEIN
08	Correctional Officer Training	Corrections
		In Custody Death
		Jail
		Lockup Training
		Prison
18	Critical Incident Response	Aircraft Disaster
		Bombs/Explosives
		Chemical Agents
		Critical Incident Debriefing
		Critical Incident Response/Rapid Deployment
		Crowd Control
		Dive Rescue
		Domestic Terrorism
		Emergency Management
		Executive Protection
		Floods
		Fugitive Apprehension
		Hazardous Materials
		Homeland Security
		Hostage Negotiation

Category Code	Course Category	Course Sub-Category
		Incident Management
		Mobile Field Force
		Rail Disaster
		Rescue
		Riot Control
		Security
		Sniper
		Tactical/SWAT
		Terrorism
		Violence in the Workplace
		Weapons of Mass Destruction
19	Cultural Diversity	Cultural Diversity
		Native American
		Racial
		Racial Profiling
		Spanish
12	Domestic Violence	Domestic Violence
		Elderly Abuse
		Personal Protection Orders
36	ETSC	Basic
		LEIN
		Management
		Operational
		Supervision
13	Evidence/Forensics	Blood Spatter Patterns
		Crime Scene Processing
		Evidence
		Evidence/Property Management
		Fingerprints
		Forensic Pathology
		Forensic Science
		Photography
		Physical Evidence
		Scientific
26	Field Training Officer	Field Training
		Field Training Officer
02	Firearms	Armorer
		Firearms
		Firearms Instructor
		Handguns
		Longguns
		Patrol Rifle
		Shotguns
		Weapon Retention
		Weapons
07	First Aid	Air and Bloodborne Pathogens
		First Aid
		First Aid Instructor
		First Responder
		Trauma
28	First Line Supervision	First Line Supervision
35	Instructor	Instructor Development
		Train the Trainer
32	Investigative Techniques	Confidential Informants
		Criminal Profiling

Category Code	Course Category	Course Sub-Category
		Interview and Interrogation
		Investigation Techniques
		Intelligence
		Polygraph
		Surveillance
		Undercover
09	Investigation - Crimes Against Persons	Arson/Fire
		Assault
		Child Abuse
		Crimes Against Children
		Crimes Against the Elderly
		Criminal Sexual Conduct
		Death
		Hate Crimes
		Homicide
		Rape Investigations
		Robbery
		Serial Killers
		Sex Crimes
		Stalking
		Suicide
		Vice
		Violence in the Workplace
		Violent Crimes
		Violent School Incident
31	Investigation - Crimes Against Property	Arson/Fire
		Breaking and Entering
		Computer Crime
		Credit Card Fraud
		Documents and Forgery
		Financial
		Fraud
		Identity Theft
		Larceny
		Vehicle Theft
		White Collar Crime
17	Investigation - Crimes Against the State	Clandestine Laboratories
		Computer Crime
		Contraband
		Drug Enforcement
		Environmental
		Gambling/Games
		License Violations
		Narcotics
		Vice
37	Investigation - Organized Crime	Cults
		Drugs
		Gambling/Games
		Gangs
		Organized Crime
34	Juvenile	Child Abuse
		Child Sexual Abuse
		Crimes Against Children
		DARE
		Juvenile Gangs

Category Code	Course Category	Course Sub-Category
		Juvenile Violence
		Juveniles
		RAVES
		School Violence/Violent School Incidents
		Schools
03	Legal Issues	Americans with Disabilities Act (ADA)
		Civil Liberties
		Criminal Law
		Criminal Procedures
		Entrapment
		FOIA
		Forfeiture
		Information FOI
		Legal
		Legal Issues
		Legal Updates
		Liability
		Prosecution
		Search and Seizure
		Victim Rights
		Warrantless Vehicle Searches
01	Management/Executive	Budget/Fiscal
		Case Management
		Discipline/Ethics
		Evaluation
		Grant Management
		Grant Writing
		Harassment/Discrimination
		Internal Affairs
		Labor Relations
		Leadership
		Liability Control
		Management
		Management/Supervision
		Media Relations
		Performance
		Personnel Selection/Oral Boards
		Policy/Planning/Research/Development
		Promotion Evaluation
		Public Safety Manager
		Records Management
		Supervision
		Time Management
		Vehicle/Fleet Management
23	Motor Carrier	Motor Carrier
		Motor Carrier Enforcement
		Truck Traffic Enforcement
33	Patrol Activities	Abandoned Vehicle
		Advanced Patrol Techniques
		Advanced PO Training
		Autism
		Building Searches
		Crisis Intervention
		Death Custody
		Defensive Tactics

Category Code	Course Category	Course Sub-Category
		Ethics
		High Risk Traffic Stops
		In Custody Death
		LEIN/DETECTS
		Low Risk Traffic Stops
		Mentally Ill
		Mobile Video Training
		Mountain Bike Patrol
		Officer Safety (Survival)
		Patrol
		Police Responsibility in Drug Enforcement (PRIDE)
		Precision Driving
		Prisoner Transport
		Severe Weather Observation
		Street Psychology
		Suicide Prevention
		Warrantless Vehicle Stops
04	Personal Development	Attitudes and Behavior
		Employee Substance Abuse
		Health/Wellness
		Physical Training
		Post Incident Trauma
		Self Improvement
		Stress Management
		Time Management
25	Specialized Assignments	Airport Security
		Aviation
		Bailiff
		Canine (K-9)
		Chaplains
		Court Security
		Dive Rescue
		Honor Guard
		Horse Patrol
		Industrial Security
		Marine
		Motorcycle
		Police Reserves
		Transit Security
30	Speed Measurement	Basic Radar
		LIDAR
		LIDAR Instructor
		Radar Instructor
		Radar Re-Certification
16	Support Operations	Audio Visual
		Auxiliary
		Chaplains
		Dispatch
		ETSC
		Graphic Arts
05	Traffic Enforcement	Breath Testing
		Highway Traffic Safety
		OUIL/OUID Enforcement and Detection
		Standardized Field Sobriety
		Train/Vehicle Crashes

Category Code	Course Category	Course Sub-Category
06	Use of Force	Chemical/Aerosol Sprays
		Decision Making
		Defensive Tactics
		Impact Weapon Training
		PPCT
		Restraint Instruments
		Subject Control Instructor
		Taser
11	Vehicle Operations	Defensive Driving
		Driving
		Emergency Vehicle Operation
		EVO Instructor